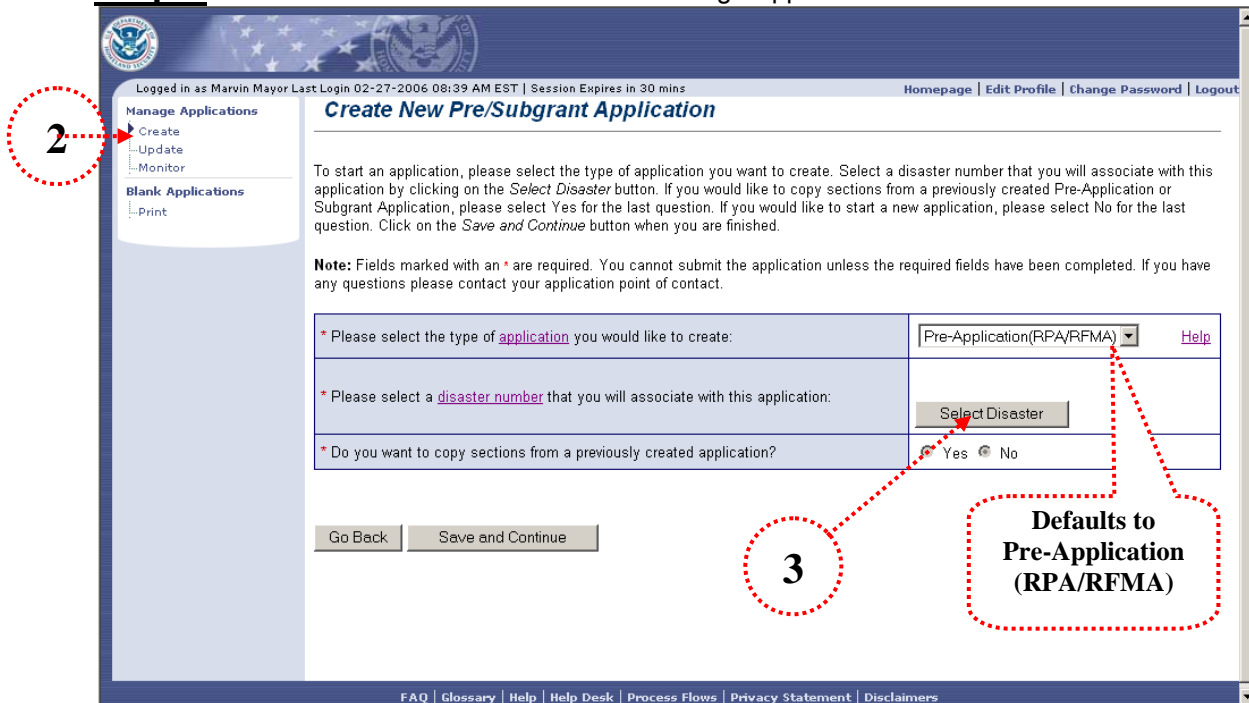


Creating Pre-applications

Step 1 Log in to the EMMIE system. This will take you to the Subgrantee Homepage.



Step 2 – Click “Create” on left toolbar under Manage Applications.



Step 3 – Click “Select Disaster” button.

SUBGRANTEE User Guide

The Select Disaster screen will appear.

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Manage Applications
Create
Update
Monitor
Blank Applications
Print

Select Disaster

Disasters provided to you are listed below. To select a disaster, select the radio button beside the *Disaster Number* and click the *Select Disaster* button.

Displaying 1-2 of 2

Show 5 Go Search

Select	Disaster Number	Disaster State	Name	Grant Program	Declaration Date
<input type="radio"/>	6820	CA	COUNTRY WIDE SNOWSTORM	PA	01-05-2006
<input type="radio"/>	6821	CA	USA	PA	01-05-2006

First << Prev Next >> Last

Go Back Select Disaster

Step 4 – Select disaster radio button beside the disaster

Step 5 – Click “Select Disaster” button.

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Manage Applications
Create
Update
Monitor
Blank Applications
Print

Create New Pre/Subgrant Application

To start an application, please select the type of application you want to create. Select a disaster number that you will associate with this application by clicking on the *Select Disaster* button. If you would like to copy sections from a previously created Pre-Application or Subgrant Application, please select Yes for the last question. If you would like to start a new application, please select No for the last question. Click on the *Save and Continue* button when you are finished.

Note: Fields marked with an * are required. You cannot submit the application unless the required fields have been completed. If you have any questions please contact your application point of contact.

* Please select the type of [application](#) you would like to create: Pre-Application(RPA/RFMA) Help

* Please select a [disaster number](#) that you will associate with this application: 6820 : COUNTRY WIDE SNOWSTORM
Select Disaster

* Do you want to copy sections from a previously created application? ☒ Yes ☐ No

Go Back Save and Continue

Step 6 – *If prior application was created*, user may click “Yes” to copy sections.

Step 7 – Click “Save and Continue” button.

SUBGRANTEE User Guide

Applicant Status screen appears

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Application Status

Application 25% complete

Each section of your application to FEMA is listed below. If any required information is missing from a section its status will be listed as incomplete. You can return to that section of the application by clicking the incomplete link. Once all sections of your Application are complete, you may submit your application.

Application Section	Status
Preparer Information	Incomplete
Contact Information	Incomplete
Applicant Information	Incomplete
General Information	Incomplete
Damage Categories	Incomplete
PNP Worksheet	Incomplete
Comments and Attachments	Complete

Continue

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Step 8 – Click “Continue” button to go to the first section (Preparer Information)

Note: user may navigate to desired section of the application by clicking on section title on left navigational bar or by clicking the desired status link on the right.

Pre-Application (RPA)

Application Status

Preparer Information

Contact Information

Applicant Information

General Information

Damage Categories

PNP Worksheet

Comments and Attachments

Submit Application

At any time, user may click on Application Status to see the current status of all sections.

Preparer Information

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- PNP Worksheet
- Comments and Attachments
- Submit Application

Preparer Information

Application 25% complete

Please provide the following information. When you are finished, click the *Save and Continue* button below.

The following required field is incomplete or incorrect:

- Is the application preparer the Point of Contact

Preparer Information	
Prefix	Mr. <input type="text"/>
* First Name	Marvin <input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	Mayor <input type="text"/>
Title	<input type="text"/>
* Agency/Organization Name	City of Milton <input type="text"/> <input type="button" value="Find Organization"/>
* Address 1	101 Main Avenue <input type="text"/>
Address 2	<input type="text"/>
* City	Big City <input type="text"/>
State	CA <input type="text"/>
* Zip	95985 - 5985 <input type="text"/> (e.g. 12345-6789) Need help for ZIP+4?
* Email	abc_123_xyz_0@yahoo.com <input type="text"/> (e.g. "xyz@reisis.com")
* Is the application preparer the Point of Contact?	<input type="radio"/> Yes <input type="radio"/> No

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NOTE: The red text at the top of the screen shows what information is required.

Preparer Information auto-fills from user profile.

Step 9 – Edit any of the preparer information then click on the appropriate radio button to answer the question concerning whether the application preparer is also the point of contact.

Step 10 – Click “Save and Continue” button to go to the Contact Information section

Contact Information

Pre-Application (RPA)
 Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins
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Pre-Application (RPA)
[Application Status](#)
[Preparer Information](#)
[Contact Information](#)
[Applicant Information](#)
[General Information](#)
[Damage Categories](#)
[PNP Worksheet](#)
[Comments and Attachments](#)
[Submit Application](#)

Contact Information
 Application 37% complete
 Please provide the following information. When you are finished, click the *Save and Continue* button below.
Note: Fields marked with an * are required. The address of the Point of Contact should be the Agency/Organization address applying for FEMA funds.
 The following required field is incomplete or incorrect:
 Phone

Point of Contact Information	
Prefix	Mr.
* First Name	Marvin
Middle Initial	
* Last Name	Mayor
Title	
* Agency/Organization	City of Milton Find Organization
* Address 1	101 Main Avenue
Address 2	
* City	Big City
State	CA
* ZIP	95985 - 5985 (e.g. 70354-4456) Need help for ZIP+4?
* Phone	(e.g. 703-456-7890) Ext. (e.g. 703-457-7890)
Fax	(e.g. 703-457-7890)
* Email	abc_123_xyz_0@yahoo.com (e.g. user@xyz.org)

To add an alternate Point of Contact, please complete all the information below.

Alternate Point of Contact Information	
Prefix	Ms.
First Name	
Middle Initial	
Last Name	
Title	
Agency/Organization	Find Organization
Address 1	
Address 2	
City	
State	CA
ZIP	(e.g. 70354-4456) Need help for ZIP+4?
Phone	(e.g. 703-456-7890) Ext. (e.g. 703-457-7890)
Fax	(e.g. 703-457-7890)
Email	(e.g. user@xyz.org)

[Go Back](#)
[Save](#)
[Save and Continue](#)

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NOTE: The red text at the top of the screen shows what information is required.

If user clicks "yes" on prior screen, some of the preparer information auto-fills to this screen.

Step 11 – Complete the required fields.

Step 12 – Click "Save and Continue" button to go to the Applicant Information section

Applicant Information

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 28 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information**
- General Information
- Damage Categories
- PNP Worksheet
- Comments and Attachments
- Submit Application

Applicant Information

Application 50% complete

Please provide the following information. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required.

The following required fields are incomplete or incorrect:

- * Name of Applicant
- * Type of Applicant

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Applicant Information	
* Name of Applicant	<input type="text"/> Select FIPS/Public Entities Help
* State	CA
* Type of Applicant	Select Applicant Type
If Private Non-Profit Help	
Describe the legal status, function, and facilities owned:	<input type="text"/>
Enter State Tax Number: (e.g. 12-345678 or 12-3456789)	<input type="text"/>
If Other, please specify:	<input type="text"/>
Enter Federal Employer Identification Number (EIN) . If Indian Tribe, this is your Tribal Identification Number. (required for Indian Tribe Grantees or Private Non-Profit Applicants)	<input type="text"/> (e.g. 12-3456789) Help
What is your DUNS Number ?	<input type="text"/> - <input type="text"/> Help
If you would like to make any comments, please enter them below: (maximum 4000 characters)	
<input type="text"/>	
To attach documents, click the Attachments button below.	
Attachments	
Go Back	Save Save and Continue

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NOTE: The red text at the top of the screen shows what information is required.

Step 13 – Complete the required fields.

Step 14 – Click “Save and Continue” button to go to the General Information section

General Information

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

Application Status
Preparer Information
Contact Information
Applicant Information
General Information
Damage Categories
PNP Worksheet
Comments and Attachments
Submit Application

General Information

Please provide the following information. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required.

The following required fields are incomplete or incorrect:

- Applicant's County
- Physical Address 1
- Physical Address City
- Physical Address State
- Physical Address ZIP
- Mailing Address 1
- Mailing Address City
- Mailing Address State
- Mailing Address ZIP

Application **87%** complete

General Information	
Disaster Number:	6820 Change Disaster Number
* Applicant's County:	Select County
Affected Counties: (control-click for multiple selections)	<input type="checkbox"/> Alameda (Designated) <input type="checkbox"/> Alpine (Designated) <input type="checkbox"/> Amador (Designated) <input type="checkbox"/> Butte (Designated) <input type="checkbox"/> Calaveras (Designated)
Applicant ID:	
Application Title:	Milton, City of - 6820 Help
Does your organization have a subdivision name?	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please provide the name:	
Has your organization participated in PDA?	<input type="radio"/> Yes <input type="radio"/> No
Applicant Physical Address	
*Address 1:	
Address 2:	
*City:	
*State:	Select a State
*ZIP:	- (e.g. 70354-4456) Need help for ZIP+4?
<input type="checkbox"/> Mailing Address (Check if this address is the same as Physical Location above)	
*Address 1:	
Address 2:	
*City:	
*State:	Select a State
*ZIP:	- (e.g. 70354-4456) Need help for ZIP+4?
If you would like to make any comments, please enter them below: (maximum 4000 characters)	
To attach documents, click the Attachments button below.	
Attachments	
Go Back	Save Save and Continue



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NOTE: The red text at the top of the screen shows what information is required.

Step 15 – Complete the required fields.

Step 16 – Click “Save and Continue” button to go to the General Information section

Damage Categories

Pre-Application (RPA)
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Pre-Application (RPA)
 Application Status
 Preparer Information
 Contact Information
 Applicant Information
 General Information
Damage Categories
 PNP Worksheet
 Comments and Attachments
 Submit Application

Damage Categories

Application **100%** complete

Please provide the following information. Select the damage sub-categories by checking whichever checkboxes are applicable. When you are finished, click the *Save and Continue* button below.

Damage Categories	Damage Sub-Categories
A. Debris Removal	<input type="checkbox"/> A.1 On Public Roads and Streets <input type="checkbox"/> A.2 Other Public Property <input type="checkbox"/> A.3 Private Property <input type="checkbox"/> A.4 Structure Demolition
B. Protective Measures	<input type="checkbox"/> B.1 Life and Safety <input type="checkbox"/> B.2 Property <input type="checkbox"/> B.3 Health <input type="checkbox"/> B.4 Stream/Drainage Channels
C. Roads & Bridges	<input type="checkbox"/> C.1 Roads <input type="checkbox"/> C.2 Bridges <input type="checkbox"/> C.3 Streets <input type="checkbox"/> C.4 Culverts <input type="checkbox"/> C.5 Control Traffic <input type="checkbox"/> C.6 Other If Other Specify: <input type="text"/>
D. Water Control Facilities	<input type="checkbox"/> D.1 Dikes <input type="checkbox"/> D.2 Drainage Channels <input type="checkbox"/> D.3 Levees <input type="checkbox"/> D.4 Dams <input type="checkbox"/> D.5 Irrigation Works <input type="checkbox"/> D.6 Other If Other Specify: <input type="text"/>
E. Public Buildings	<input type="checkbox"/> E.1 Buildings and Equipment <input type="checkbox"/> E.2 Supplies or Inventory <input type="checkbox"/> E.3 Vehicles or Other Equipment <input type="checkbox"/> E.4 Transportation System <input type="checkbox"/> E.5 Other If Other Specify: <input type="text"/>
F. Public Utilities	<input type="checkbox"/> F.1 Water <input type="checkbox"/> F.2 Storm Drainage <input type="checkbox"/> F.3 Sanitary Sewerage <input type="checkbox"/> F.4 Light/Power <input type="checkbox"/> F.5 Other If Other Specify: <input type="text"/>
G. Recreational or Other	<input type="checkbox"/> G.1 Park Facilities <input type="checkbox"/> G.2 Recreational Facilities <input type="checkbox"/> G.3 Other If Other Specify: <input type="text"/>

If you would like to make any comments, please enter them below:
(maximum 4000 characters)

To attach documents, click the *Attachments* button below.

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Step 17 – Damage categories are not required on the Pre-Application. You can either enter them or click the “Save and Continue” button

PNP Worksheet

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- PNP Worksheet**
- Comments and Attachments
- Submit Application

PNP Worksheet

Application **100%** complete

This section does not apply to this application. This section is only applicable to **Private Non-Profit** applicants.

[Continue](#)

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The above screen will appear for city/county applicants.

Step 18 – Click “Continue” button. If applicant is a PNP, the PNP Worksheet below will appear. Enter the information.

Pre-Application (RPA)

Logged in as Oscar Only Last Login 03-06-2006 01:11 PM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- PNP Worksheet**
- Comments and Attachments
- Submit Application

PNP Worksheet

Application **100%** complete

The following required fields are incomplete or incorrect:

- PNP Type
- Do you have the tax exemption certificate attached
- Is the organization charter/by laws attached
- Do you have the current literature describing the organization
- Do you have accreditation of certification attached
- Is the curriculum attached

As your organization is a Private Non-Profit organization, please click the link below to complete or modify the *PNP Worksheet* section. When you are finished, click the *Save and Continue* button.

PNP Organization

* PNP Type:

If Other, please specify

Documents Attached

* Do you have the tax exemption certificate attached? ☐ Yes ☐ No

* Is the organization charter/by laws attached? ☐ Yes ☐ No

* Do you have the current literature describing the organization? ☐ Yes ☐ No

* Do you have accreditation of certification attached? ☐ Yes ☐ No

* Is the curriculum attached? ☐ Yes ☐ No

If you would like to make any comments, please enter them below:
(maximum 4000 characters)

To attach documents, click the *Attachments* button below.

[Attachments](#)

[Go Back](#) [Save](#) [Save and Continue](#)

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SUBGRANTEE User Guide

Comments and Attachments

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 02-28-2006 03:36 PM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- PNP Worksheet
- Comments and Attachments
- Submit Application

Comments and Attachments

Application 87% complete

This section will enable you to add comments or attach files to supplement any section you have already completed. To add a comment or attachment, click on the *Add* button. You may also update or delete any comments. To update or delete a comment, click on the link in the *Action* column.

Name of Section	Comment	Attachment (Attached Date)	Action
Preparer Information	Add Comments	Add Attachments	

Go Back Save And Continue

See "Add Comments" screen below.

See "Add Attachments" screen on next page.

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Section choices are:

- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- Form 90-49
- Application Level

Add Comments screen

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 03-06-2006 01:04 PM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- PNP Worksheet
- Comments and Attachments
- Submit Application

Update Comments and Attachments

You may update comments you have already made in the box below. Please be sure to provide the name of the section to which your comment refers.

Name of section:

Application Level

If you would like to make any comments, please enter them below:

(maximum 4000 characters)

To attach documents, click the *Attachments* button below.

Attachments

Go Back Save Save and Continue

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Section determined from prior screen.

SUBGRANTEE User Guide

Add Attachments screen

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 03-06-2006 01:04 PM EST | Session Expires in 30 mins | [Homepage](#) | [Edit Profile](#) | [Change Password](#) | [Logout](#)

New Attachment

Please select the type of document you are attaching from the document type drop down menu; if necessary, provide some description about the attachment. You have two attachment options: Electronic or Non-Electronic. If you select Non-Electronic, then you are required to provide a hard copy file reference. When you find your file click *Open*. When you are finished, click the *Save and Continue* button below.

Note: Fields marked with an * are required.

User:	Marvin Mayor
Date:	03-06-2006
Document Type:	<input type="text"/>
Description:	<input type="text"/>
* File Type:	<input type="radio"/> Electronic <input type="radio"/> Non-Electronic
* Electronic File:	<input type="text"/> <input data-bbox="1040 821 1127 842" type="button" value="Browse..."/>
* Hard Copy File Reference:	<input type="text"/>

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Document Type choices are:

- By Laws
- Closeout Document
- Designated Agent Resolution
- PDA Information
- PNP Information
- Project Appl Fed Assistance
- Request for Public Assistance
- RPA Correspondence
- SBA Correspondence
- Standard Form 424
- Stand Form 424D
- Tax Exempt Letter
- Vendor Data Record

Sample screen with a comment and attachment:

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 03-06-2006 02:14 PM EST | Session Expires in 30 mins | [Homepage](#) | [Edit Profile](#) | [Change Password](#) | [Logout](#)

Pre-Application (RPA)

- Application Status
- Preparer Information
- Contact Information
- Applicant Information
- General Information
- Damage Categories
- PNP Worksheet
- Comments and Attachments**
- Submit Application

Comments and Attachments

Application **87%** complete

This section will enable you to add comments or attach files to supplement any section you have already completed. To add a comment or attachment, click on the *Add* button. You may also update or delete any comments. To update or delete a comment, click on the link in the *Action* column.

Name of Section	Comment	Attachment (Attached Date)	Action
Applicant Information		Test document.doc (03-06-2006)	Update Delete
General Information	Testing "Add Comments" button		Update Delete

Preparer Information ▾ Add Comments Add Attachments

Go Back Save And Continue

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Step 19 – Click the “Save and Continue” button

SUBGRANTEE User Guide

Submit Application screen – after completing ALL sections

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Submit Application

Application **100%** complete

Each section of your application to FEMA is listed below. If any required information is missing from a section its status will be listed as incomplete. You can return to that section of the application by clicking the incomplete link. Once all sections of your Application are complete, you may submit your application.

Note: Fields marked with an * are required.

[Print](#)

Select	Application Section	Status
<input type="checkbox"/>	Preparer Information	Complete
<input type="checkbox"/>	Contact Information	Complete
<input type="checkbox"/>	Applicant Information	Complete
<input type="checkbox"/>	General Information	Complete
<input type="checkbox"/>	Damage Categories	Complete
<input type="checkbox"/>	PNP Worksheet	Complete
<input type="checkbox"/>	Comments and Attachments	Complete
<input type="checkbox"/>	Form 90-49	View
<input type="checkbox"/>	Entire Application	View

To sign your application, check the box below and enter your password in the space provided. Then click the **Submit Application** button to submit your application to your grantor.

* Password:

* ☐ I, Marvin Mayor, hold the title of , and am authorized to sign this application on behalf of my organization.

[Go Back](#) [Submit Application](#)

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Step 20 – Enter required information and click “Submit Application” button.

After clicking “Submit Application”, you will see this screen:

Pre-Application (RPA)

Logged in as Marvin Mayor Last Login 02-27-2006 08:39 AM EST | Session Expires in 30 mins

Homepage | Edit Profile | Change Password | Logout

Submit Application Results

Congratulations, you have successfully submitted your application to your grant applicant. All references to this application should include the following application number: **PRE-CA-6820-0005**. You may now print this application for your records. If you have any questions, please contact your application Point of Contact.

Signed by: **Marvin Mayor** on 02/27/2006.

[Return to Home Page](#)

[Print Application](#)

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